

**STERLING GREEN SOUTH CIA
PAYMENT PLAN POLICY**

Notice

Pursuant to Texas Property Code § 209.0062 the Board of Directors for Sterling Green South Community Improvement Association (SGSCIA) adopts the following payment plan policy on the 30 day of November, 2011.

- 1) Owners are entitled to one (1) approved payment plan to pay their annual assessment or to cure a delinquency with regards to assessments.
- 2) All payment plans require a down payment and equal monthly payments to be determined and approved by the Board.
- 3) Upon request by the owner, an approved payment plan consisting of 20% down, with the balance paid off in three (3) monthly installments will be made available.
- 4) If an owner defaults with respect to the plan, the payment plan is automatically terminated and the Association is not obligated to approve alternative payment plan proposals. Pursuant to Texas Property Code § 209.0062 no payment plan may be shorter than three (3) months or more than eighteen (18) months.
- 5) The Association shall not charge late fees during the course of a payment plan, but interest at a rate of 10% shall be charged pursuant to the Governing Documents. In addition, the Association shall charge reasonable costs of administering the payment plan in the amount of \$10.00 per month. The term of any approved payment plan shall not be less than (3) months or more than eighteen (18) months.

STERLING GREEN SOUTH CIA

CERTIFICATION

"I, the undersigned, being the duly appointed President of Sterling Green South Community Improvement Association, hereby certify that the foregoing Resolution was adopted by at least a majority of the Board of the Association.

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see*

By: [Signature], President

Print name: SAN CAMPBELL

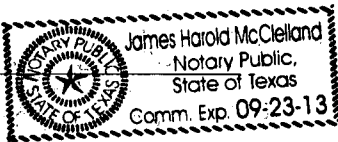
(ACKNOWLEDGEMENT)

This instrument was acknowledged before me on the 30 day November 2011

My commission expires:

[Signature]
Notary Public, State of Texas

Notary's printed name: JAMES MCCLELLAND



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*Sterling Green South CIA
P O Box 2178
Channelview, TX 77530*

0152-55-2510

**RECORDS RETENTION POLICY OF
STERLING GREEN SOUTH CIA**

Pursuant to Texas Property Code § 209.005 the Board of Directors for Sterling Green South Community Improvement Association (SGSCIA) adopts the following records retention policy on the 30 day of November 2011.

Sterling Green South Community Improvement Association shall maintain the following records:

RECORD	PERMANENT
Certificate of Formation, Articles of Incorporation, Bylaws, Declarations of Covenants, Conditions and Restrictions, and all amendments to those documents.	
RECORD	SEVEN (7) YEARS
Association Tax Returns and Tax Audits	
RECORD	SEVEN (7) YEARS
Financial Books and Records	
RECORD	FIVE (5) YEARS
Account Records of Current Owners	
RECORD	FOUR (4) YEARS
Contracts with terms of more than one year	AFTER EXPIRATION
RECORD	SEVEN (7) YEARS
Minutes of Member Meetings and Board Meetings	

Records not listed above are not subject to retention. Upon expiration of the retention period, the applicable record will be considered not maintained as a part of the Association books and records.

STERLING GREEN SOUTH CIA

CERTIFICATION

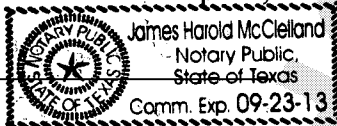
"I, the undersigned, being the duly appointed President of Sterling Green South Community Improvement Association, hereby certify that the foregoing Resolution was adopted by at least a majority of the Board of the Association.

By: [Signature], President
Print name: SAK Campbell

(ACKNOWLEDGEMENT)

This instrument was acknowledged before me on the 30 day of November 2011.

My commission expires:



James Harold McClelland
Notary Public, State of Texas

Notary's printed name: JAMES H McClelland

**RECORDS PRODUCTION POLICY OF
STERLING GREEN SOUTH CIA**

Pursuant to Texas Property Code § 209.005 the Board of Directors for Sterling Green South Community Improvement Association (SGSCIA) adopts the following records retention policy on the 30 day of November, 2011.

I. Copies of the Association records will be made available to all Owners upon their proper request and at their own expense. A proper request:

- a. is sent by certified mail to the Association's address or its registered agent as reflected in its most recent management certificate;
- b. is from an Owner, or the Owner's agent, attorney, or certified public accountant; and
- c. contains sufficient detail to identify the records being requested.

II. Owners may request to inspect the books and records or may request copies of specific records.

- The Association shall respond within ten (10) business days to a request by an Owner to inspect the books and records. The response shall include the dates and times the records will be made available and the location of the records. A mutually agreeable time to conduct the inspection shall be arranged and copies (if any) shall be provided to the owner upon payment to the Association.
- The Association shall provide copies pursuant to requests for specific records normally within ten (10) business days and at no cost.
- If an Owner makes a request for copies of specific records, the Association shall respond advising on the date that the records will be made available (within 15 business days) and the cost the owner must pay before the records will be provided. Copies shall be provided upon payment to the Association.

III. SCHEDULE OF COSTS

<u>COPIES</u>	.10 per page for 8.5"x11"page
	.50 per page for 8.5"x14 or greater
	\$1.00 per page for color or photos
	Actual cost for special requests (color, maps, etc.)
	\$1.00 for each CD or audio cassette
	\$5.00 for each DVD

LABOR

\$15.00 per hour for actual time to comply with request of over (50) pages

MATERIALS

Actual costs of labels, boxes, folders, and other supplies used in producing the records, along with postage for mailing the records.

IV. If the estimated cost provided to the owner is more or less than the actual cost of producing the documents, the Association shall, within 30 days after providing the records, submit to the owner either an invoice for additional amounts to cover the costs or a refund of any overages paid by the Owner.

V. The Association shall not, unless authorized in writing or by court order provide copies of any records containing personal information of an owner, including any deed restriction violations, delinquent assessments, financial information, and contact information.

STERLING GREEN SOUTH CIA

CERTIFICATION

"I, the undersigned, being the duly appointed President of Sterling Green South Community Improvement Association, hereby certify that the foregoing Resolution was adopted by at least a majority of the Board of the Association.

By: [Signature], President

Print name: SAM CAMPBELL

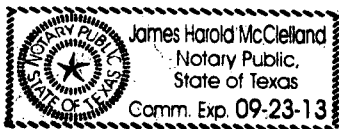
(ACNOWLEDGEMENT)

This instrument was acknowledged before me on the 30th day of November 2011.

My commission expires:

[Signature]
Notary Public, State of Texas

Notary's printed name: JAMES H McClelland



ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.
THE STATE OF TEXAS
COUNTY OF HARRIS
I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas

NOV 30 2011



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

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FILED

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